Department of Natural Sciences  
Minutes for the August 31, 2012 Meeting

Members Present: Joe Ciotti, Dave Krupp, Floyd McCoy, Dave Ringuette, Inge White, Ross Langston, Marvin Kessler, Michelle Miliefsky, Sam Craddock, Brad Porter, Letty Colmenares.
Guest Present: Brian Richardson.

1. Welcome & Introductions. The new NS fulltime faculty are Sam Craddock (Animal Science) and Brad Porter (Microbiology).

2. NS Budget Allocation. The supply money for the NS account is the same as last year’s $24,500. Lisa got an additional $3000 for General Science. The two new programs (Vet Tech and Agripharmatech) will apply for funds under the supplemental budget. Joe Ciotti (coordinator) will apply for funding with Ke Kumu Pali for equipment for Polynesian Voyaging.

3. Development of Spring 2013 course scheduling is going on to be followed soon after with the scheduling of courses for summer 2013. The schedules for both spring and summer sessions should be done by the start of December. Discipline coordinators should plan on offering AA science required courses in the evening program.

4. Annual Report deadlines. There will be two annual reports: Fall/Spring Report and Summer Report.

**Deadlines for submission:**

**Sep 14:** List of evidences (use template), list of accomplishments and Course SLO assessments (2011-12): AG 159, ANSC 141, ANSC 142L, ANSC 151, ANSC 151L, ANSC 152, ANSC 152L, ANSC 190 ANSC 251, ANSC 252, AQUA 106L, AQUA 201L, BIOL 100L, BIOL 171, BIOL 172, BIOL 265, BIOL 265L, FSHN 185, GG 103, GG 210, GG 211, GG 214, HLTH 125, OCN 101, OCN 201, OCN 201L, OCN 260, OCN 260L, PHYS 151, PHYS 170, PHYS 170L, ZOOL 105, ZOOL 254  
**Sep 28:** Data analysis, next year’s goals, hiring & equipment  
**Oct 12:** PBC requests and Program reports

5. Minutes Taking: It was proposed and approved that department members shall contribute in preparing the meeting minutes. Department members who make a presentation or committee report or poll or dissemination of information must provide a written report of that participation to the Chair for inclusion in the meeting minutes within 3 days after the meeting.

6. Committee Reports
   - IEC Committee Report by Inge White. Jan Lubin (IEC) said that Ivan needed to revise “Institutional and Program Outcome Assessment
The revised form A (which will include sections A and B) will be ready on Wednesday, September 5, after 1:00 pm. NS Faculty teaching the following disciplines: AG 120, MICRO 140, PHYS 151L, CHEM 161L, OCN 101, ZOOL 141L, OCN 201 should input Section A (which includes the labs and other services recommended for the course) by September 14. Section B (which includes the number of students who met the Gen Ed SLO assessment) should be completed by December 16 (the end of the semester).

- CCAAC Report by Ross Langston. The procedure for submitting course proposals has changed slightly.
  1) All documents will be signed electronically.
  2) Proposals will first be posted on the discussion board for one week, after which the proposer will integrate any good suggestions into a new draft and submit to the CCAAC at least one week prior to the meeting in which it will be considered. So the total sequence of proposal review is: department>dean>discussion board> CCAAC> Faculty Senate.
  3) A proposal for curriculum modification to ICS 208 (website design) was tabled until the next meeting.
  4) A request to allow independent study count in lieu of required courses was tabled until the next meeting.

7. Imiloa Lobby arrangement
   Proposal: Move the monitor to the wall beside AV Room. Approved.
   Dave Krupp requested that an inquiry be made (Andy) about hallway lights in Imiloa – why they are ON early in the morning. Michelle M. requested that hallway monitor (and website) provide more interactive activities about NS courses.

8. Committee Representatives
   Letty Colmenares– VCAAC, IEC and PBC
   Floyd McCoy- Faculty Senate, International Ed & Aesthetics
   Ross Langston– CCAAC and Ad Hoc PRU Master Plan
   Inge White- IEC & International Ed Committee
   Joe Ciotti- HAP, Aesthetics, COP and IWD, OCCECC
   Dave Krupp- MAPSAC & Geocaching
   Dave Ringuette- Foundations Board
   Marvin Kessler- Writing Across the Curriculum
   Sam Craddock- Ad Hoc PRU Master Plan
   Staff Development – Sam Craddock

9. Other Matters
10. Announcements:
   - Windward Regional Science Olympiad (WRSO) will be hosted by WCC on Jan 19, 2013. Volunteers are needed. Sign-up with Dave Krupp.
• John Morton’s Fall 2012 presentation is on 9/27
• Accreditation Team Visit final presentation may be on 10/18.
• Ads for Lecturers (due Tues, Sep 4)
• eCafe (already set-up)
• Hoolaulea, Saturday, October 6
• UH Systemwide Engineering Consortium Meeting
  9-2 Nov 27, 2012, Hemenway 211
• Promotion Tenure dossier Oct 5, 2011 (workshop 11 am, Aug 31)
• Velcro wall posting schedule
  Sept 18- Oct 11  Inge White  Dave Krupp
  Oct 12- Nov 7    Letty C.      Floyd McCoy
  Nov 8- Dec 6     Marybeth     Joe Ciotti

• Library is open until 10:00 pm Monday through Thursday
• Turn lights off when you leave your offices and classrooms

11. Merit pay application (action by bargaining unit members, hard-copy application already distributed). There was a discussion and each bargaining unit member (14 total) gave an opinion about the application. Letty Colmenares reported the results of the survey to the Deans’ Office on Aug 31, 2012.

12. Next meeting: Friday, September 21, 2012 (9-10 AM, Imiloa 122).